



# SCHOOL DISTRICT OF WESTFIELD

N7046 COUNTY ROAD M  
WESTFIELD, WI 53964  
PH: 608-296-2107 EXT. 0 ■ FAX: 608-296-2938

[www.westfield.k12.wi.us](http://www.westfield.k12.wi.us)

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## Substitute Teacher Information

### If you do not hold a Wisconsin Teaching License

- A substitute permit may be issued to an applicant who holds an associate degree or higher from an accredited college or university, but has not completed a state-approved educator preparation program.
- Apply for a **Short Term (3 year) Substitute Permit** on-line through the Department of Public Instruction website at the following link: <http://dpi.wi.gov/tepd/elo/substitute-emergency>
- Complete the **Substitute Teacher Application** and **Employee Background Check** found on at the following link: <http://www.westfield.k12.wi.us/employment.cfm> and submit to the District Office along with a copy of your **Substitute Teacher Permit**.

### Forms to be completed the first day of subbing

When subbing for the first time you will be given the following forms: **Authorization for Direct Deposit (ACH), W4, WT-4 and I9** or you may obtain them at the following link: <http://www.westfield.k12.wi.us/forms.cfm>  
Once completed, you will need to personally take them to the district office for final verification. Please bring along two forms of identification (typically a driver's license and social security card).